

DOCUMENT PURPOSE

The following instruction is to assist new user on how to obtain access to Oracle Discoverer and setup a connection to the database. We suggest that all new user register for the Discoverer for New Users Training at <https://doc.learn.com/noaa> for a better understanding of this application and its functionality. If you need **technical** assistance, please call the Client Service Help Desk at (301) 444-3400.


Once you are setup in Oracle Discoverer, you should have access to the FMC_Obligation_Query report and the Certification_of_Obligations report under CAMSADM.

Thank you.

HOW TO GET AN ACCESS AND CREATE A CONNECTION TO ORACLE DISCOVERER

A. TO GET AN ACCESS:

1. Complete the **CBS User Access Request Form**. You can obtain this by going to <http://www.corporateservices.noaa.gov/finance/forms.html>
2. When completing the form, you have to select from the drop down list the appropriate data (see sample below). Please take note you have to select the role: **DISCOVERER FMC BUSINESS AREA (GENERAL USE)**.

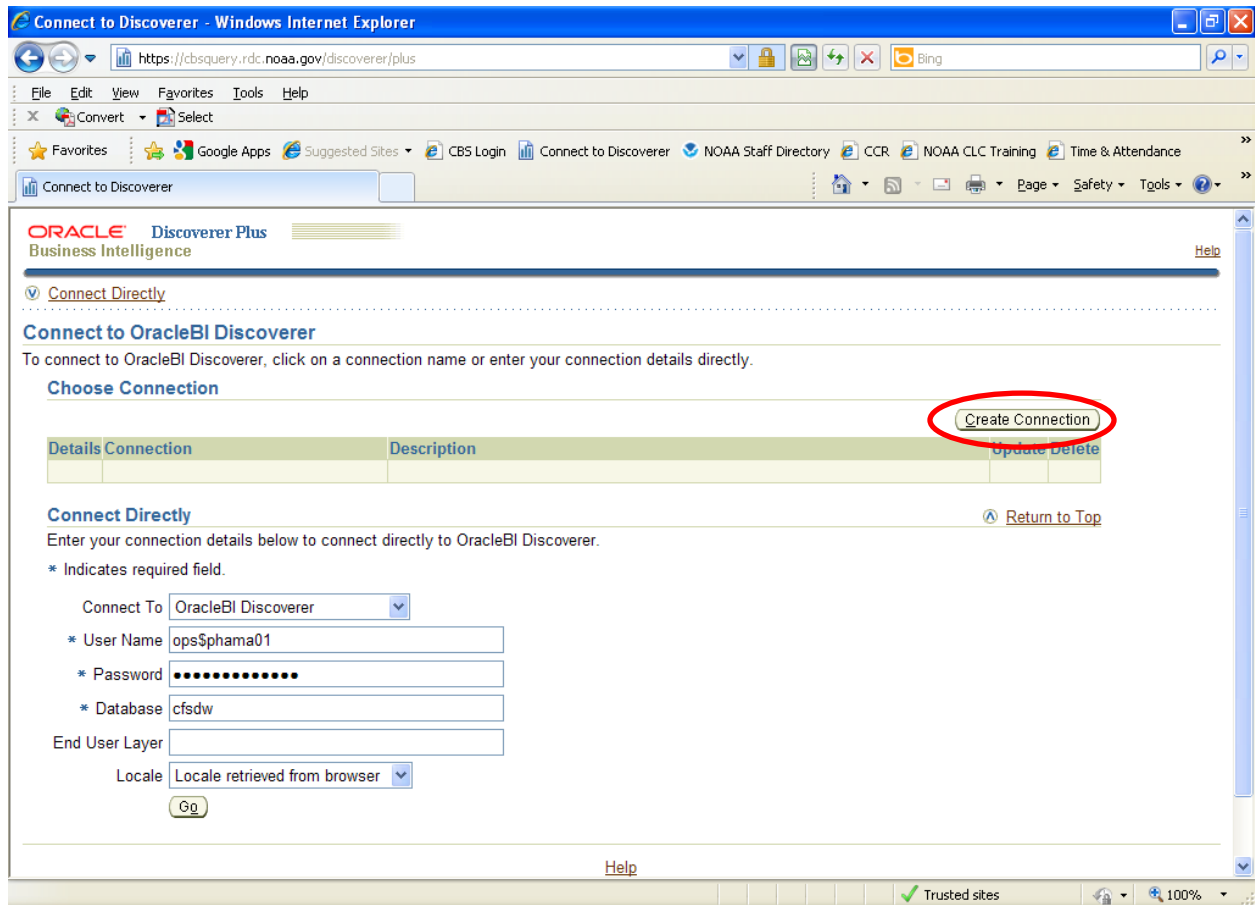
June 2013		COMMERCE BUSINESS SYSTEMS USER ACCESS REQUEST FORM			
<small>ALL USERS MUST BE LISTED IN THE NOAA STAFF DIRECTORY PRIOR TO REQUESTING ACCESS TO THE COMMERCE BUSINESS SYSTEMS (CBS) APPLICATIONS. SUBMISSIONS AND UPDATES TO THE NOAA STAFF DIRECTORY CAN BE SENT TO NOAA.STAFF.DIRECTORY@NOAA.GOV.</small>					
Date of Request:					
Access Requested:		Production	Action Requested:		New User
Employee Type:		NOAA Employee	Specify (if other):		
<small>NOTE: If you are other than a NOAA or BIS employee, you will be contacted for your Social Security Number.</small>					
Requester's Name:		Office Phone:			
Line Office:		Email Address:			
Servicing Field Finance Branch:					
<i>The user's signature certifies that they have completed the mandatory IT Security Awareness Course and consent to the NOAA CBS Non-Disclosure Agreement for System Access (attached). The supervisor's signature certifies that the requester is authorized to maintain current access to CBS.</i>					
Requester's Signature:		Date:			
Supervisor's Name:		Office Phone:			
Supervisor's Signature:		Date:			
<i>Please select the appropriate user role(s) for the CBS application to which you are requesting access. Each list includes all the roles for each CBS application to allow for multiple selections.</i>					
<div>DISCOVERER FMC BUSINESS AREA (GENERAL USE)</div>					

3. Submit the completed form to CBS Client Services Help Desk for processing at clientservices@noaa.gov or fax: [301-444-3401](tel:301-444-3401). CBS Client Services Help Desk will send you an email with your new user name and temporary password.

4. Once the Username and Password have been obtained from the Clients Services, please open and save the Oracle Discoverer website in your favorite list or create a link on your web browser.

B. TO CREATE A CONNECTION:

1. Go to Oracle Discoverer website: <https://cbsquery.rdc.noaa.gov/discoverer/plus>



2. Type-in the obtained Username and Password from the Clients Services.

On the Database field, type “cfsdw” then click the “Create Connection” button. This will bring you to another screen as shown below:

ORACLE Discoverer Plus
Business Intelligence

Create Connection

Use this page to enter the details of the connection that you wish to create. Choose a name that is easy to remember, followed by an optional description and locale. Enter the account details for this connection before proceeding.

Cancel Apply **Apply and Connect**

Connection Details

* Indicates required field.

Connect To: OracleBI Discoverer

* Name: Phan

Description:

Locale: Locale retrieved from browser

Account Details

* User Name: ops\$phama01

* Password:

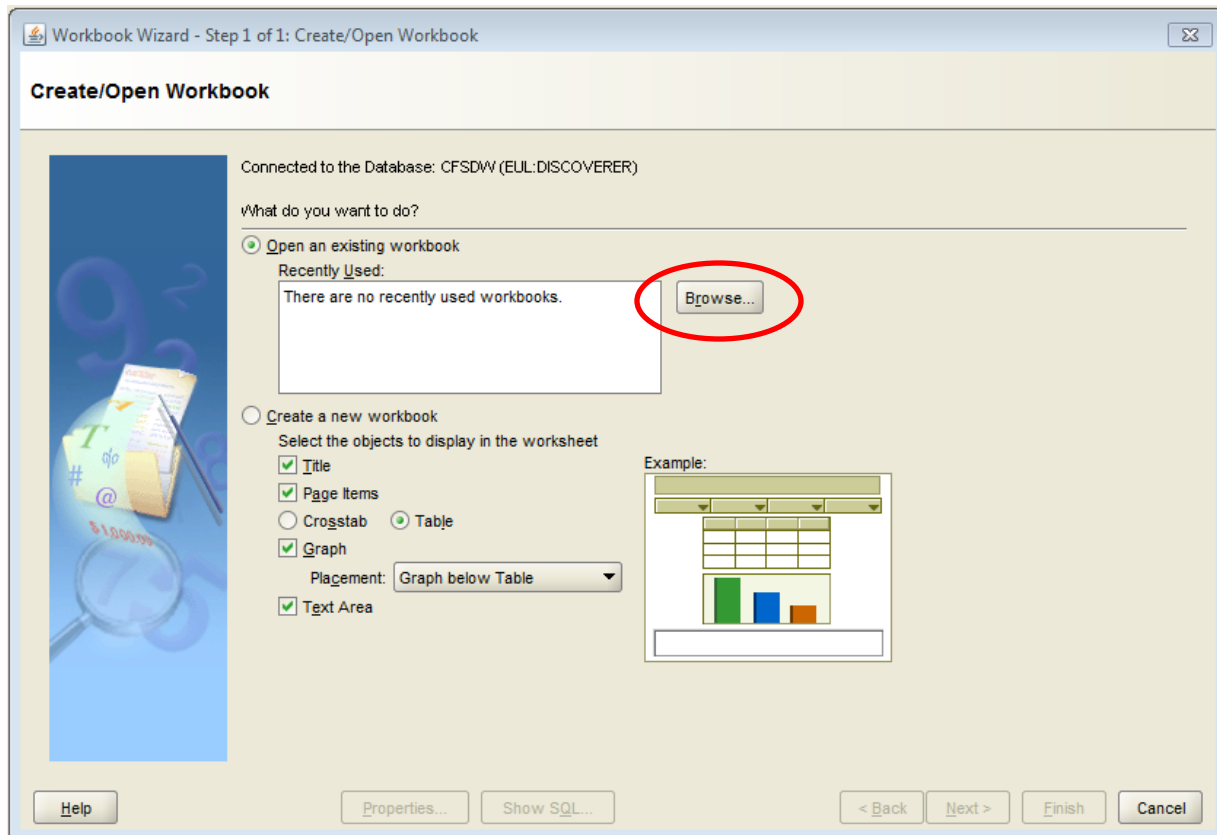
* Database: cfsdw

☒ TIP You will be prompted to select an End User Layer and/or an Applications Responsibility if more than one exists.

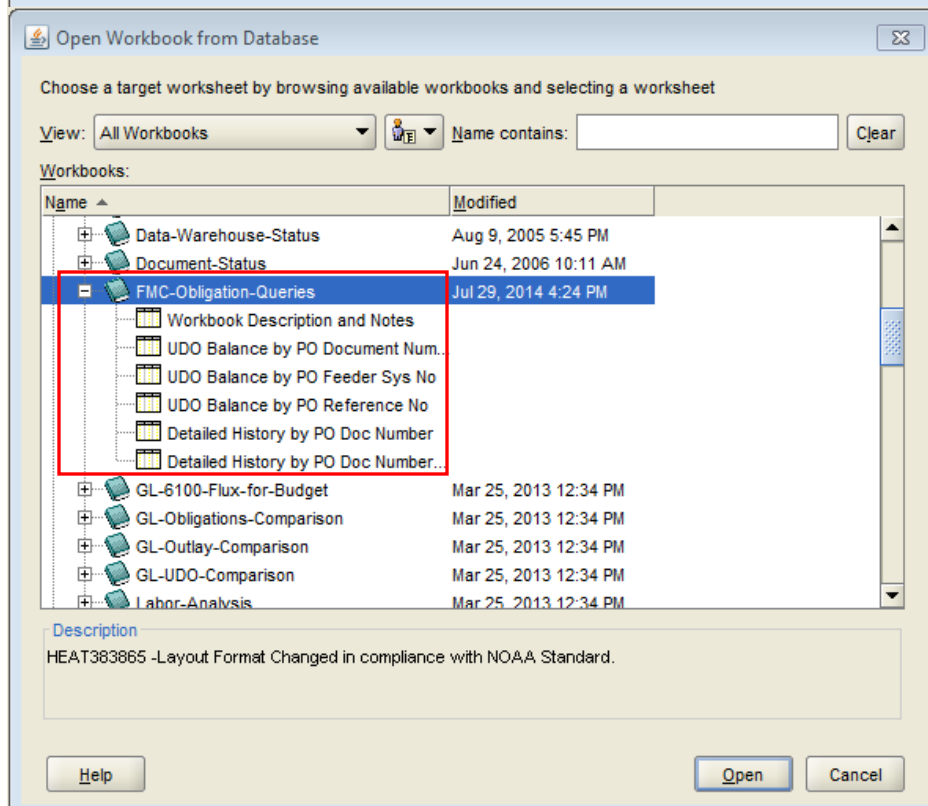
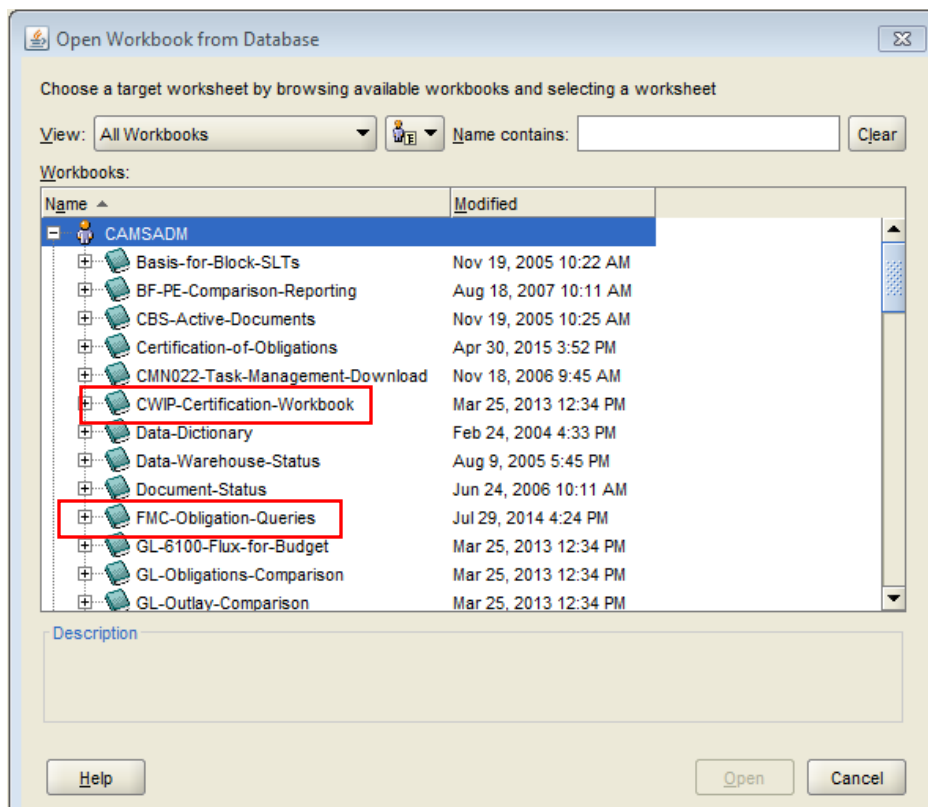
Cancel Apply Apply and Connect

Trusted sites 100%

3. Complete the required fields (*) then click "Apply and Connect" button. You should see the screen below.



4. Click on Browse.



- Expand the workbook you want to open by clicking on the "+." Then double click on the worksheet you would like open.

(Last Updated 7/24/15)